

Commercial Energy Portal

THE HOW-TO GUIDE



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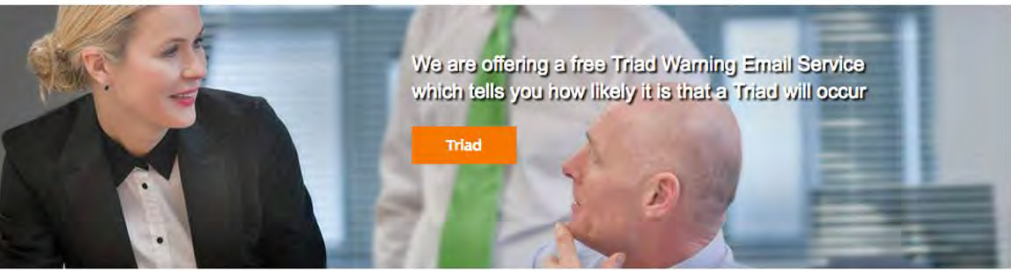
Your homepage
Your portfolio
View bills
Consumption
Update sites
Contact us
Feedback

Welcome,

Construction Company LTD

Latest on CCL Changes

Triad Warnings Service



We are offering a free Triad Warning Email Service which tells you how likely it is that a Triad will occur


Triad


What's Trending:

View twitter news below

Energy Market

A Twitter list by @SP_E
A collection of the latest news, updates and views


 **Commodities**
Combining Ge
Deliver 'Energy
naturalgaseur
@NatGasEur

 **BN Commod**
Former Vale C
crash bloom.b

[Embed](#)


Consumption

View



Your bills

View



Contract details

Here you can see the basic information we hold about this contract. This includes organisation name, address and mpan.

Contract

P272

Find out more about the key changes to do with P272 and how it can help you manage your energy usage.

P272

Update sites

Want to process a change of tenancy, contract termination, new connection or add a new site? Fill out our simple forms here.

Update sites

Energy solutions

Through surveys and buildings we aim to help reduce costs and operate more

Portal login/register



Industrial and Commercial Login

Existing customer

Please enter your username and password to log in. Username and password are case sensitive.

Username *

Password *

[Forgotten password?](#)

Log In

New customer

At ScottishPower we believe our job is more than just to bring you your energy. It's also about making your commercial energy choices clear and simple, making managing your energy as convenient as it should be, and helping your business be as energy efficient as possible.

Why choose ScottishPower?

- ✓ Energy Solutions advice
- ✓ Energy Efficiency Surveys
- ✓ A Range of Products to Suit Your Needs
- ✓ Experienced Account Management Team

Register

Login

Logging into your portal will give you access to all your energy account information in one place. All you need is the username and password you create when you register.

Register


Registering for our portal is easy – all you have to do is fill out a few simple details. Once you click to register, you will be asked to supply your Mpan and company details if you are a customer, or if you are a broker, we will require your organisations name and registration number. Your request will be sent for validation and we will confirm access within 48 hrs.

Problems logging in?

There is a forgotten password link if you need it. All you need to supply is the email address you use to log in and we will automatically email you a temporary password. For any other problems logging in contact us on Portaladmin@scottishpower.com or speak to your Account manager

Portal Portfolio View

When you log into your portal you will be presented with your ScottishPower Commercial Energy portfolio. Here you will be able to view a summary of your customers and contracted sites. You can then view specific customer/site information by clicking on the view contracts button. You can also download a summarised view of your portfolio if you prefer.



Welcome to your energy portal, Please choose from below

Below you can select or search for the customer you want to view.

Portfolio summary:
Total number of customers: 42
Total number of contracted sites: 262

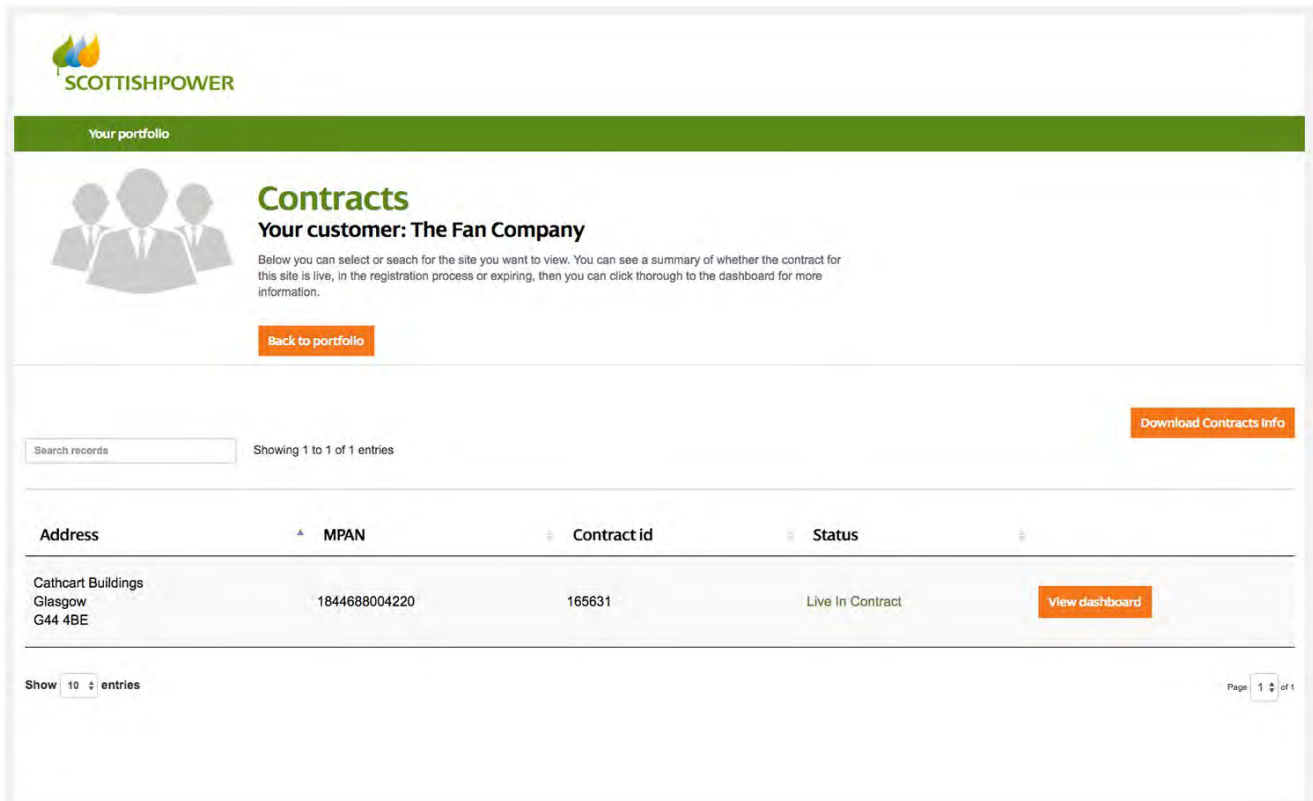
Search records Showing 1 to 10 of 42 entries [Download Portfolio Info](#)

Company name	Total number of contracted sites	
Construction Company LTD	1	View contracts
D.C Business Deals	1	View contracts
Ronnies Removals	1	View contracts
Sam and Co.	1	View contracts
The Fan Company	1	View contracts

Show 6 entries Page 1 of 5

View Contracted sites

Here you can select or search for the site you want to view. You can see a summary of whether the contract for this is live, in the registration process or expiring, then you can click through to the dashboard for more detailed information related to your contracted site.



The screenshot shows the 'Your portfolio' section of the ScottishPower website. It features a header with the ScottishPower logo and a green bar labeled 'Your portfolio'. Below this, there is a section titled 'Contracts' for 'Your customer: The Fan Company'. A brief description explains that users can select or search for sites to view contract details. A 'Back to portfolio' button is present. A search bar is located above a table of records, which currently shows one entry. A 'Download Contracts Info' button is in the top right. The table has columns for Address, MPAN, Contract id, and Status. The single entry is for 'Cathcart Buildings Glasgow G44 4BE' with MPAN '1844688004220', Contract id '165631', and Status 'Live In Contract'. A 'View dashboard' button is next to the entry. At the bottom, there are controls for 'Show 10 entries' and 'Page 1 of 1'.

SCOTTISHPOWER

Your portfolio

Contracts

Your customer: The Fan Company

Below you can select or search for the site you want to view. You can see a summary of whether the contract for this site is live, in the registration process or expiring, then you can click thorough to the dashboard for more information.

[Back to portfolio](#)

Search records Showing 1 to 1 of 1 entries [Download Contracts Info](#)

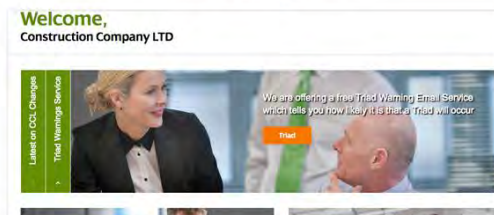
Address	MPAN	Contract id	Status
Cathcart Buildings Glasgow G44 4BE	1844688004220	165631	Live In Contract

Show 10 entries Page 1 of 1

Dashboard

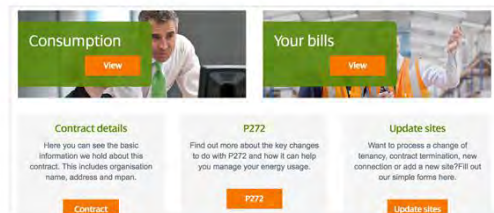
Your dashboard gives you access to all of the key information for each of your sites. You can view or download consumption information, view contract details and much more. We have explained some of the key benefits in more detail below.

Hot topics



The top section of your dashboard shows key topics and the latest news which we think you should know about. Click between the different tabs to find out more information. A key feature here is our Triad Warning Service. Here you can subscribe to triad notifications which will help you manage your energy costs.

Popular pages navigation



This section will give you access to some of the most popular pages and information you told us you wish to see, including viewing consumption, contract details and the ability to add or remove a site.

What's trending



The What's Trending feature shows key market activity via a live Twitter feed, meaning you can keep up to date with market trends and news within your energy account portal.

View bills

- View your bills and energy usage in one place
- Search for specific bills and download up to 12 months' worth
- View your individual site balance and your overall account balance at a glance.

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Your homepage | Your contracts | Contract details | **View bills** | Consumption | Update sites | Contact us | Feedback

View bills, A Limited Company Ltd

Date range

From: To: [Download bill](#)

Issue Date	From	To	Amount	Status	
01/11/2016	30/11/2016	07/12/2016	£3,776.38	Outstanding	Download bill
01/10/2016	31/10/2016	04/11/2016	£4,057.96	Paid	Download bill
01/09/2016	30/09/2016	05/10/2016	£3,555.95	Paid	Download bill
02/08/2016	31/08/2016	13/09/2016	£4,428.86	Paid	Download bill
02/07/2016	01/08/2016	03/08/2016	£4,343.78	Paid	Download bill
02/06/2016	01/07/2016	04/07/2016	£4,237.44	Paid	Download bill
02/05/2016	01/06/2016	02/06/2016	£4,236.95	Paid	Download bill
02/04/2016	01/05/2016	03/05/2016	£4,299.49	Paid	Download bill
02/03/2016	01/04/2016	04/04/2016	£4,289.76	Paid	Download bill
02/02/2016	01/03/2016	02/03/2016	£4,318.45	Paid	Download bill
02/01/2016	01/02/2016	03/02/2016	£4,350.97	Paid	Download bill

Account Overview

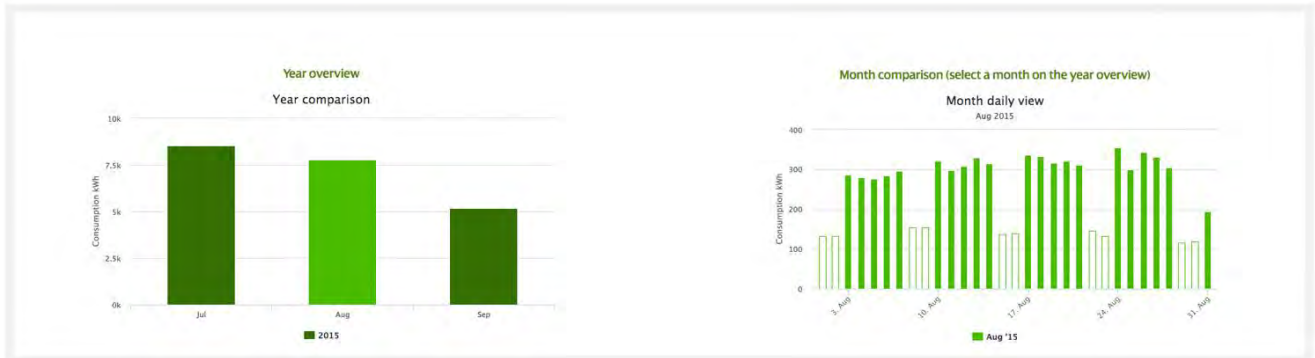
Account Number: 408999006
Balance: £3,776.38
Overdue Amount: £3,776.38

Your bill explained

If you are a Related Products, Simply Fixed or control customer: [Your bill explained](#)

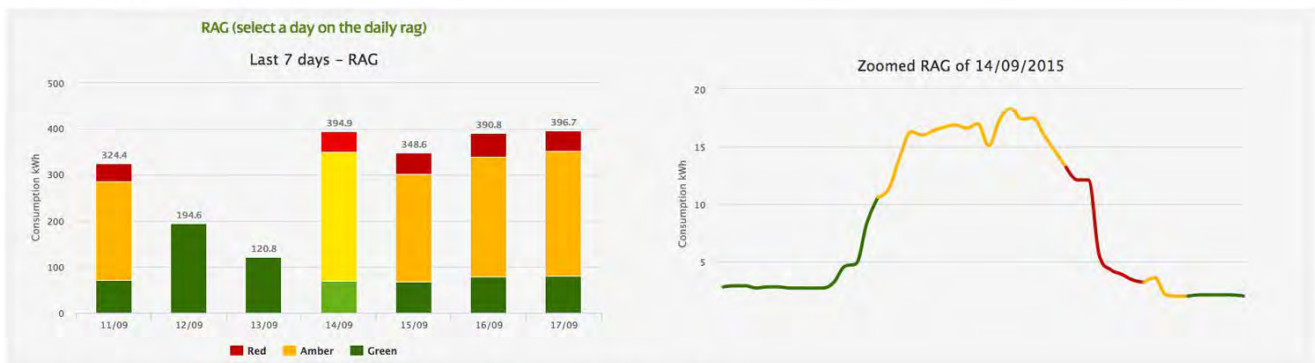
If you are a Pass Through, Flexible, Standard Variable or a Group customer: [Your bill explained](#)

Consumption



Yearly & Monthly graphs

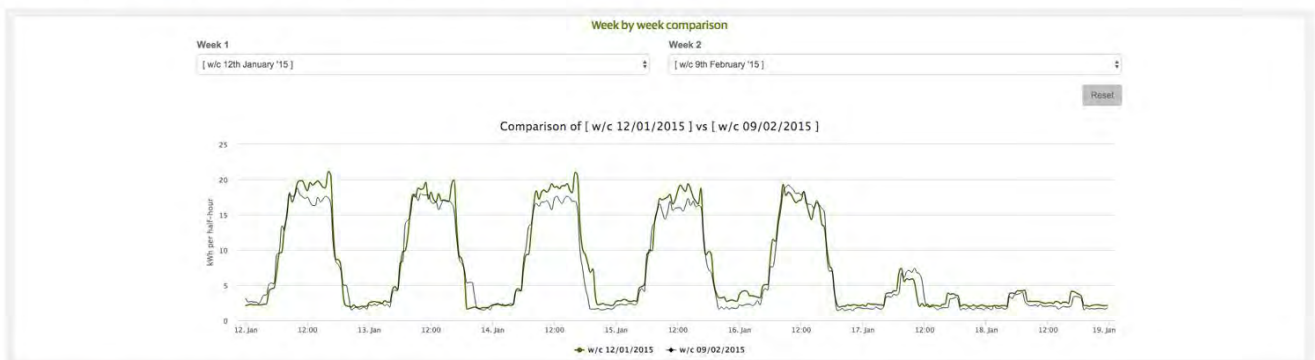
Here you can view and compare your yearly consumption, and by clicking within the graphs a more detailed view, comparing month on month or day on day.



RAG Overview & RAG breakdown graph

These graphs show your consumption broken down by Red, Amber and Green time bands. This is because of higher distribution charges at peak times, meaning your energy may cost you more at different times of the day/week. This shows you whether you use the majority of your energy consumption at the most expensive time of the day. Again here you can get a more detailed view on a day to day level by clicking on the graphs.

The DUOS charge covers the cost of receiving electricity from the national transmission system and feeding it directly into homes and businesses through the regional distribution networks. These networks are operated by Distribution Network Operators (DNOs). The distribution networks include overhead lines and underground cables, as well as substations and transformers, which reduce the electricity's voltage to safe levels for use in homes and businesses.



Weekly comparison graph

This graph represents your weekly consumption, allowing you to make comparisons each week within a 24 month period. Simply choose the weeks you want to compare in the dropdown menus above.

Update sites

We want to make managing your energy as easy as possible. That's why you can now update your sites via the online portal. You can notify us of a site addition, a new connection, and even a termination.

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Your homepage Your portfolio View bills Consumption **Update sites** Contact us Feedback

Update sites, select an option, Construction Company LTD

Change of tenancy
Has the address changed? Fill out our simple form
[Enter Details](#)

New site
Acquired a new site? Fill out our simple form
[Add site](#)

New connection
Newly built building? Fill out our simple form
[New building](#)

Site termination
Removing a site? Fill out our simple form
[Remove site](#)

Change of tenancy

1
Step 1

2
Step 2

3
Step 3

4
Step 4

Registered office Postcode *


Please select an address *

Account number/Group account number (if applicable):

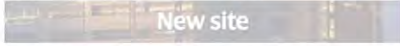
Full legal Business or trading as Name *

If non-limited company, please specify name of business owner(s):

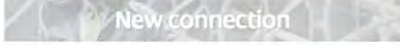
Company registration number (if applicable)



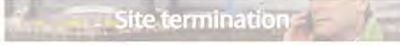
Change of tenancy



New site



New connection



Site termination

Is your business moving property? Fill out the details and follow the four steps to process a change of tenancy. We will then be in touch to let you know when this has been completed. Please note we may also need to get in touch if we need any supporting documentation.


New site

Your homepage Your portfolio View bills Consumption **Update sites** Contact us Feedback

New site, Construction company LTD

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In et diam ut sem blandit ullamcorper nec nec arcu. Duis gravida dui ut nisi dignissim porttitor. Mauris at interdum nulla.

Customer name:	<input type="text"/>	Registered or Trading as Business name:	<input type="text"/>										
Site-code:	<input type="text"/>	Effective date:	<input type="text"/>										
Annual consumption (kWh):	<input type="text"/>	Supply capacity:	<input type="text"/>										
Enter supply numbers:	<table border="1"><tr><td>S</td><td></td><td></td><td></td><td></td></tr></table>	S					Enter second supply numbers (optional):	<table border="1"><tr><td>S</td><td></td><td></td><td></td><td></td></tr></table>	S				
S													
S													



If you want to add a new site to your portfolio, simply fill out the details on this page and submit. You will need details such as the site code and supply numbers to hand.

New connection

1
Business details

2
Site details

3
Credit check


4
Sole trader

5
Final checks

We know that one size doesn't fit all. So you'll be pleased to know that when you use our new connections service, we will tailor our service to your individual needs, depending on the size of supply and the type of new electricity meters your business may require. Fill in the details below and we will do the rest.

Main contact details

Main contact name (with title) *	Registered or Trading as Business name *
<input type="text"/>	<input type="text"/>
Registered office Postcode *	<input type="text"/>
<input type="text"/>	<input type="button" value="Find address"/>
Please select an address *	<input type="text"/>
<input type="text"/>	
Main telephone No. (Landline only) *	Contact mobile No. *
<input type="text"/>	<input type="text"/>
Email address *	Business activity type and SIC code (if known)
<input type="text"/>	<input type="text"/>



If you have a newly built property to register and get a supply set up, you can follow our 5 step process and we will do the rest

Site termination

The screenshot shows the ScottishPower website interface. At the top left is the ScottishPower logo. A green navigation bar contains links: 'Your homepage', 'Your portfolio', 'View bills', 'Consumption', 'Update sites', 'Contact us', and 'Feedback'. The main heading is 'Site termination, Construction Company LTD'. Below this is a form with four input fields: 'Business name *', 'Core MPAN (13 digits) *', 'Account Reference Number (9 digits and begins with a 4) *', and 'Contract end date *'. An orange 'Submit' button is positioned to the right of the form. On the right side of the form area, there is a vertical stack of four buttons: 'Change of tenancy', 'New site', 'New connection', and 'Site termination'. The 'Site termination' button features a background image of a construction worker in a hard hat and safety vest talking on a mobile phone.

If you no longer have a site within your portfolio, you can terminate it here by filling out a few simple details such as name, mpan, account reference number and contract end date.

At ScottishPower, we want to make sure we offer you great customer service and competitive prices. We're here to help, so if there is something you would like to discuss, please contact us or speak to your account manager.